

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor, Range A,B,C,D (Caltrans)	District 5 /DesignVI/Surveys	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Survey Office, Field Support	929-206-3029-XXXX	07/09/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Transportation Surveyor Party Chief CT(Caltrans), Senior Transportation Surveyor or direction of a Leadworker, incumbent functions as office support to field survey crews or as a member of a field survey crew and performs the typical duties listed below. In this capacity, the incumbent is the entry, first working and journey level of professional surveying work in Caltrans.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Plans, executes and processes field surveys requiring the use of Global Positioning Survey techniques
25%	E	Analyzes and processes field data collected by survey crew. Checks accuracy of work using least squares and DTM software. Assists in verifying accuracy of construction staking done by field crews.
10%	E	Keeps survey notes, calculates and prepares necessary construction notes from plans for field party use.
10%	E	Regularly is involved in the use of the Total Station Survey System, including the DTM software. Assists in verifying project datums and project control. Schedules regular maintenance and repairs of surveying equipment and maintains an equipment inventory.
10%	E	Assists other survey crewmembers in following procedures to be used in fieldwork in conformance with the Surveys Manual. May assign tasks of survey crewmembers or work on a filed survey crew.
10%	E	Assists in training field personnel in data collection hardware and software.
5%	M	Performs traffic control. This includes but is not limited to setting signs, cones, flagging traffic and locating barrier vehicles

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None, but may act as a lead person in the absence of Transportation Surveyor Party Chief (CT).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Mathematics – including algebra, geometry and trigonometry
- Land Surveying
- Legal Descriptions
- Principles of Land Title
- California Coordinate System
- Computers and survey software
- Operate standard calculator to compute various mathematical equations and problems using algebraic, geometric and trigonometric calculations.
- Read and understand maps and drawings to ensure appropriate and correct interpretation of information and data.
- Ability to produce neat, accurate and professional looking field notes, make accurate surveying calculations, work well with others, complete work assignments timely and accurately, comply with department and district policies and

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procedures, use and adjust precision surveying instruments

- Helps analyze proposed projects and determines how to accomplish the desired results with the most efficient methods.
- The incumbent is to be alert for, and brings to the attention of the Transportation Surveyor Party Chief CT, methods or procedures that may reduce costs or increase the safety and efficiency of survey operations.
- Must be able to analyze electronic survey data for errors and be able to correct those errors.
- Understand and follow brief written and oral instructions and directions for the completion of assigned work tasks.
- Understand and follow complex, detailed, written and oral instructions and directions for the completion of assigned work tasks.
- Must be familiar with Caltrans data collection and reduction software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement and/or decision could affect public welfare or result in tort liability for the Department. Inaccurate, delayed, or incomplete surveys may result in added costs due to delay charges and reconstruction.

PUBLIC AND INTERNAL CONTACTS

The Transportation Surveyor is occasionally in contact with persons outside the Surveys Branch. This would include other agencies and the Maintenance, Construction, Right-of-Way and Project Development Branches. This position also requires random, informal contact with the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent should be able to sit for extended periods of time at a desk or while driving. Must be able to collect survey data over rough, uneven and steep terrain, Must be able to move 50 pounds from one location to another. Must possess the ability to stand for prolonged periods of time. Must be able to take direction constructively, work cooperatively as a team member and act with courtesy to co-workers and the public.

WORK ENVIRONMENT

The incumbent typically splits time working in an air-conditioned office setting with artificial lighting and/or natural lighting and working in the field. Above duties require the use of a desktop or laptop computer for extended periods. Duties may require the incumbent to sit for extended periods of time for the performance of the above duties. Must be able to travel to project locations away from their home requiring overnight travel. Must be able to work overtime when needed. Must be able to work on foot near heavy traffic. Must be able to work in extreme weather conditions including wet, dusty, and dirty environments. Must be able to drive any type of vehicle, requiring a Class "C" license, in heavy freeway and highway traffic.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE